



DIVISION OF CHILD CARE AND EARLY LEARNING (DCCEL)

**SCHOOL AGE CHILD CARE CENTER
CHECKLIST**

<input type="checkbox"/> Initial	<input type="checkbox"/> Full
Date: _____	Date: _____
<input type="checkbox"/> Relicensing	<input type="checkbox"/> Certification
Date: _____	Date: _____

PROGRAM	
STREET ADDRESS	
CITY	
STATE	
ZIP CODE	
CENTER TELEPHONE NUMBER	CENTER FAX NUMBER
EMAIL ADDRESS	
NAME OF EVALUATOR	OFFICE
CAPACITY	AGE RANGE
	through
HOURS OF OPERATION	DAYS OF OPERATION
A.M. through	P.M.
LICENSE EFFECTIVE DATES	
to	

Mark appropriately: A: **APPLICANT** - To be completed by the applicant. I: **INITIAL** - To be completed by the licensor and health specialist for initial licensure. F: **FULL** - To be completed by the licensor and health specialist for full license.

NOTE: Shaded requirements to be completed by the health specialist on initial and initial to full, and by the licensor on relicensure.

E = Exceeds minimum licensing requirements	D = Discussed
C = Compliance	P = Presumed compliance (no evidence to the contrary)
N = Noncompliance	W = Waiver or exception granted (Washington Administrative Code
NA = Not applicable	(WAC) 388-151-075)

1. LICENSING

WAC 388-151-					WAC 388-151-				
	Applicant	Initial	Full	Requirement		Applicant	Initial	Full	Requirement
070				Completed application on file, fees paid	070				Meets State Fire Marshal's or designee's regulations - Date: _____
				Attended licensura/re-licensing orientation - Date: _____	075				Licensee has waiver(s)

Comments and Recommendations:

2. PROGRAM

WAC 388-151-					WAC 388-151-				
	Applicant	Initial	Full	Requirement		Applicant	Initial	Full	Requirement
100				Program meets developmental, cultural and individual needs of the children	110				Children have adequate supply of accessible, culturally relevant age-appropriate learning and play materials that promote:
				Program offers a child variety and options:					Social development
				Child-initiated and staff-initiated activities					Communication ability
				Free play and organized events					

2. PROGRAM (CONTINUED)

WAC 388-151-					WAC 388-151-				
	Applicant	Initial	Full	Requirement		Applicant	Initial	Full	Requirement
100				Individual and group activities	110				Self help skills
				Quiet and active experiences					Large and small muscle development
				Child has daily opportunity for large and small muscle activity and outdoor play					Creative expression
				Regular schedule of activities, special events, and staff planning time	120				Staff interact frequently with children. Interactions are nurturing, supportive, and respectful
				Transitions between activities and areas are smooth and unregimented					

Comments and Recommendations:

3. PROGRAM MANAGEMENT

WAC 388-151-					WAC 388-151-				
	Applicant	Initial	Full	Requirement		Applicant	Initial	Full	Requirement
130				Behavior Management	165				Transportation arranged is safe
				Behavior management and discipline is based on child's need and development, and is fair, reasonable, and consistent					Vehicle has needed seat belts/safety seats for each child
				Corporal punishment prohibited					Licensee or driver has liability and medical insurance
150				Night Care					Operator has valid driver's license
				Evening and nighttime care meets physical and emotional needs of child					Staff ratios followed during off-site trips
				Staff ratios maintained					Emergency information for each child in group is present
160				Emergency information accompanies the child on off-site trips					Driver or staff in vehicle has current first aid and CPR
				Prior written parental consent is given for all off-site trips	170				Parent Communication

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3. PROGRAM MANAGEMENT (CONTINUED)

WAC 388-151-					WAC 388-151-				
	Applicant	Initial	Full	Requirement		Applicant	Initial	Full	Requirement
170				Explained:	170				Medical Emergencies
				Center's policies and procedures					Diapering, toilet training & feeding, if applicable
				Philosophy, program and facilities	190				Staff Ratios and Group Size
				Issues related to their child					Staff ratios are always no less than one staff for every 15 children
				Diapering, toilet training, and feeding, if applicable					Group sizes are always no more than 30, unless the department has approved variation
				Encouragement of participation					Children are within sight or hearing range at all times
			CO	Written:	320				Outdoor Play Area
				Enrollment/admission					A safe outdoor or equivalent play area is provided
				Fee and any payment plan(s)					Outdoor or equivalent play area used daily
				Free access by parents to areas used by their child					A variety of age-appropriate outdoor play equipment is provided
				Procedure for supervision of children during transition	330				Indoor Space
				Typical activity schedule					A minimum of 35 square feet of indoor space per child
				Meals, snacks, and food from home	330				Center has an identifiable space of its own during operating hours; it may include movable furnishings and equipment
				Sign-in/out requirements	380				Program Atmosphere
				Child Abuse and Neglect (CAN) reporting					The Facility Provides:
				Behavior management and discipline					Indoor interest areas for focused activities
				Non-discrimination policy					Indoor open areas for large muscle activities
				Any religious activities	380				Indoor areas where children can work individually, in small groups and in large groups
				Transportation and field trips					Private spaces indoors where children can rest, play and work alone or with a friend
				Homework policies					A cheerful environment
				Ill child practices					The noise level is age-appropriate
				Medical management					

Comments and Recommendations:

4. HEALTH AND NUTRITION

WAC 388-151-					WAC 388-151-				
	Applicant	Initial	Full	Requirement		Applicant	Initial	Full	Requirement
210				Current health care plan written, including HIV/AIDS policy	240				Food meets the nutritional needs of children in care and is as required in regulations
				Developed with and reviewed by qualified medical professional at renewal or when changes occur					
						250			
220				Children screened daily for signs of illness					If children participate in food preparation for educational purposes, they are supervised
				A separate area is available for the ill child					
				Staff with reportable communicable disease not on duty					Sanitation procedures are followed
				Staff and children routinely and properly wash hands	260				Developmentally-appropriate drinking and eating equipment is provided
230				The center administers medication in accordance with regulations					

Comments and Recommendations:

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5. SAFETY AND ENVIRONMENT

WAC 388-151-					WAC 388-151-				
	Applicant	Initial	Full	Requirement		Applicant	Initial	Full	Requirement
280				Facility is clean and safe, indoors and out	290				Water safety observed, with required staff and adults present
				No firearms or other weapons on premises					If children have access to a hot tub, spa, whirlpool, tank, or similar equipment, they are supervised and parents have given written permission
				Fire safety regulations observed					
				Flashlights or other emergency lighting available	310				Adequate first aid supplies on premises and administered according to the center's policy
				Toxics safely stored					
				Adequate storage for program materials and children's possessions	340				Flush-type toilet and one adjacent hand wash sink in at least the following ratios: 1:100 for boys, 1:35 for girls, urinals 1:30

5. SAFETY AND ENVIRONMENT (continued)

WAC 388-151-					WAC 388-151-				
	Applicant	Initial	Full	Requirement		Applicant	Initial	Full	Requirement
340				Privacy for toileting provided	340				Restrooms are vented to outdoors
				Bathroom facilities are of appropriate height or platforms, are used	380				Light fixtures are maintained and provide adequate light.
				Hand washing water is between 85F and 120F					The temperature at least 68× F
				Hand washing soap and towels are provided					The temperature is adjustable and the building can be ventilated

Comments and Recommendations:

6. AGENCY PRACTICES

WAC 388-151-					WAC 388-151-				
	Applicant	Initial	Full	Requirement		Applicant	Initial	Full	Requirement
390				Center complies with state and federal non- discrimination laws including the Americans with Disabilities Act:	390				If center has 15 or more employees, it has a written discrimination complaint procedure that includes information about what a discrimination complaint is, where and how to file one and timelines for resolving complaints. A secure record maintenance system is available to ensure confidentiality.
				If center has 15 or fewer employees, director is responsible for compliance with non-discrimination laws. If more, a coordinator is designated.					Center has a policy to make reasonable accommodation to physical or mental limitations of any otherwise qualified disabled job applicant or employee.
				Discrimination in child care services on the basis of sex, race, color, national origin, religion or disability of child or family members is prohibited.					If center contracts for any services, there is a non-discrimination clause in all contracts and contractors are monitored for compliance with it.
				Center has a policy that criteria for enrollment will not discriminate or tend to discriminate against children with disabilities.					Center has a policy prohibiting sexual harassment and providing a means for making and resolving sexual harassment complaints.
				Center has a policy to make reasonable accommodation to physical or mental limitations of disabled children in care or seeking care.	410				If five percent or more of the children are American Indian, special consultants are used to meet their needs, develop resources, and train staff.
				Discrimination in employment is prohibited. Applicants and employees receive notice that center does not discriminate. Job applicants are not required to answer questions about their race, color, national origin, religion*, marital status, age, sex, disability or Vietnam era or disabled veteran status.	420				Children are protected from child abuse and neglect per Chapter 26.44 RCW
				<i>* Except centers operated by religious</i>	CONTINUED ON NEXT PAGE				

6. AGENCY PRACTICES (continued)

WAC 388-151-					WAC 388-151-				
	Applicant	Initial	Full	Requirement		Applicant	Initial	Full	Requirement
430				When children are present, including in vehicles, no adult consumes alcohol or illegal drugs.					When children are present, including in vehicles, no adult smokes.
					440				Parents have unsupervised access to only their own child

Comments and Recommendations:

7. CHILD, PROGRAM & PERSONNEL RECORDS; REPORTING; AND POSTING

WAC 388-151-					WAC 388-151-				
	Applicant	Initial	Full	Requirement		Applicant	Initial	Full	Requirement
180				Program director meets requirements/ qualifications	220				Documentation of submission of STARS training.
				References					All children, except with approved exceptions, have on file a Certificate of Immunization
				Education (transcript/diploma)					
				School-age experience (resume)	450				Confidential file, on the premises, for each child includes:
				Site coordinator meets requirements/ qualifications					Registration data
				References					Authorizations
				Education (transcript/diploma)					Medical data
				School-age experience (resume)					Health data
				Lead/staff meet(s) requirements/ qualifications	460				Program records on the premises include:
				High school education or equivalent					Daily attendance
				School-age experience					Copies of illness or injury reports
180				Assistants, volunteers and trainees meet requirements and qualifications					Copies of meal and snack menus
200				Documentation that:					Written plan for staff development
				All employees and volunteers have been oriented					Activity program
				All staff have regular in-service training					Record of evacuation drills
				Periodic staff meetings are held for planning and training					

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7. CHILD, PROGRAM & PERSONNEL RECORDS; REPORTING; AND POSTING (continued)	
7.1	Child Records
7.2	Program Records
7.3	Personnel Records
7.4	Reporting
7.5	Posting

WAC 388-151-					WAC 388-151-				
	Applicant	Initial	Full	Requirement		Applicant	Initial	Full	Requirement
470				Personnel files on the premises for each employee and volunteer include:	490				Plans for new space are reported
				An employment application (by date of hire)					License is issued to valid address, person or organization
				Background and criminal history check (within seven days of hire)	500				Items clearly visible and posted for parent and staff include:
				FBI fingerprinting check, if applicable					The license
				Record of tuberculosis testing upon employment					A list of staff names
				Record of HIV/AIDS training					Typical activity schedule and operating hours
				Documentation of annual training					Meals and snack menus
				Food handlers permit, if applicable					Evacuation plans and diagram
				First aid and CPR training, if applicable					Emergency phone numbers
480				Immediate reports to the proper person/agency are made of:				Non-discrimination poster	
				Death, serious injury (oral & written)				Items posted for staff include:	
480				Suspected child abuse/neglect or exploitation					Dietary and nutrition requirements for particular children
				Food poisoning, or communicable disease					Hand washing practices

Comments and Recommendations:

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NAME OF PROGRAM	DATE OF EVALUATION
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8. CHILDREN'S FILES (RANDOMLY REVIEW FIVE (5) FILES)

CHILD'S NAME	ENROLLMENT APPLICAITON	HEALTH CARE PROVIDER	HEALTH HISTORY	IMMUNIZ-ATIONS	MEDICAL CONSENT	MEDICATION AUTHOR-IZATION	MEDICATION DISPENSED	PHYSICAL EXAM DATE	PERSONS WHO CAN REMOVE CHILD

Comments and Recommendations:

9. CENTER STAFF QUALIFICATIONS

STAFF NAMES	EMPLOYMENT APPLICATION	AGE	CRIMINAL HISTORY CHECK	TB TEST	HIV/AIDS TRAINING	CPR CARD	FIRST AID	FOOD HANDLER'S PERMIT	PROGRAM ORIENTATION	STARS TRAINING	
										20 HRS	10 HRS

Comments and Recommendations:

10. SUMMARY, COMMENTS, AND RECOMMENDATIONS TO INCLUDE LICENSEE'S GOALS

Comments and Recommendations:

<input type="checkbox"/> Initial Inspection	Compliance agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE
	LICENSOR'S SIGNATURE	DATE
	HEALTH SPECIALIST'S SIGNATURE	DATE
	LICENSEE'S SIGNATURE	DATE
<input type="checkbox"/> Initial to Full Inspection	Compliance agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE
	LICENSOR'S SIGNATURE	DATE
	HEALTH SPECIALIST'S SIGNATURE	DATE
	LICENSEE'S SIGNATURE	DATE
<input type="checkbox"/> Relicensing Inspection	Compliance agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE
	LICENSOR'S SIGNATURE	DATE
	HEALTH SPECIALIST'S SIGNATURE (WHEN REQUESTED BY LICENSOR)	DATE
	LICENSEE'S SIGNATURE	DATE